

# VACANCY NOTICE

#2006-23

CS-376  
REV(9/93)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: <u>Principal Revenue Agent</u>	CLASSIFICATION CODE: <u>02682400</u>
	SALARY RANGE: <u>831A, \$50439-57111</u>	REFERENCE POSITION NO.: <u>2454-10000-55</u>
	Department or Agency Name <u>Administration</u>	APPLICATION PERIOD: <u>4/18/06-4/24/06</u>
	Division/Section/Unit <u>Taxation/Office of Assessment and Review/Personal Income Tax</u>	
	Assignment(s) / Comments _____	
	Shift and Days: <u>1st (Monday-Friday)</u>	Job Location: <u>One Capitol Hill, Providence, RI 02908</u>
	Restrictions/Limitations: <u>n/a</u>	
	Position Covered By Collective Bargaining Union Agreement Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
	Name of Bargaining Unit Union: <u>DOA Supervisors</u>	
	There is <u>  </u> is not <u>  </u> a Civil Service List for this position <b>See A/B or Both for Specific Instructions</b>	
NOTE: If there is a list, only candidates who have taken the exam and are reachable should apply.		
General Information to Candidate	<b>INSTRUCTIONS:</b>	
	<b>A. STATE EMPLOYEE LATERAL BIDDER:</b> Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	<b>Most Important</b> - Please include the following information:	
	<ul style="list-style-type: none"> <li>The title of the position for which you are applying</li> <li>Title of your present position and date you entered it</li> <li>Date you entered State service</li> </ul>	<ul style="list-style-type: none"> <li>Name of department where you are currently employed</li> <li>Your business telephone number</li> <li>Present Union Affiliations</li> </ul>
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	<b>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</b>	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	<b>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS</b>	
	<ul style="list-style-type: none"> <li><b>Reasonable Accommodations:</b> If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.</li> <li><b>Medical Information:</b> Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).</li> </ul>	
	Statement of Duties	<b>DUTIES / RESPONSIBILITIES:</b>
At the beginning professional level, to assist a Revenue Agent of higher rank in the supervision and review of the day-to-day work activities of a staff engaged in the conduct of an audit program involving comprehensive tax audits of accounting and related financial records or reports to determine taxpayer various forms and formalities; or, as assigned, to assist a Revenue Agent of higher rank in the supervision and review of the day-to-day work activities of a staff engaged in the conduct of a large state tax program under the State's tax laws involving the determination and assessment of taxpayer liability; to supervise and be responsible for the work of a staff engaged in providing tax collection, enforcement, fiscal, personnel and clerical services in the Division of Taxation. As assigned, may be required to perform or supervise audits on and overnight basis at the out of state locations; and to do related work as required.		
<b>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</b>		
(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.)		
<b>Education:</b> Such as may have been gained through: graduation from a college of recognized standing; with specialization in accounting, law, or business administration; and <b>Experience:</b> Such as may have been gained through: employment as a Senior Revenue Agent; or, employment in a responsible legal, auditing or accounting position in a governmental agency or in a private industry involving supervision over a small staff engaged in the preparation, examination, or auditing of financial records for the preparation and filing of tax returns or the determination and/or assessment of taxpayer liability, or employment in a responsible supervisory position in a governmental agency involving the interpretation and/or application of tax laws or the enforcement of laws under which taxes are assessed and collected. <b>Or,</b> any combination of education and experience that shall be substantially equivalent to the above education and experience.		
Where to Apply	Apply within the application period as shown on this announcement. <b>NOTE:</b> Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. <b>SEND RESUME or CS-14 Application to:</b>	
	Elaine Friday	Telephone #: (401) 222-2956
	Division of Taxation	Fax #: (401) 222-6006
	One Capitol Hill	TTY/TDD #: (401) 222-6287
	Providence, RI 02908	(Telecommunication Device for the Deaf)



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